

Personal Finance

Discover the needed skills to successfully manage your personal finances. Learn how to budget your finances, balance your checkbook and plan for a more stable financial future. Budgets, balance sheets, and checks and balances will be covered. A survival class for anyone that spends money !

M/W, March 17, 19, 24, 26
6:30-8pm
\$25 class fee

Public Speaking

Speaking in public or in any size of organized groups can often be intimidating and nerve racking. The reality of public speaking can give anybody a case of stage fright. Learn the skills needed to deliver an effective speech, presentation, proposal or brief in a business setting or group gathering. Polish your delivery skills and get the edge on the competition.

Tues. March 25, April 1, 8
7-9pm
\$25 class fee

Get A Job

The perfect job is out there waiting for you. Your task is to find the opportunity in a vast job market. Various methods of networking, company research, trends in hiring and other job searching techniques will be covered. This course will help you create the perfect resume and begin your extensive job search for that perfect desired position.

M/W, Feb 3, 5
6-8:30pm
\$50 class fee

Debt Free Living

This class will show you the way to debt free living. Learn how to make compound interest work for you not against you. Gain the insight to use simple math to help you to eliminate the stress and hopelessness of being in debt. Get out of debt, stay out of debt, and live a free, secured future. Get a good start for the new budget year.

Mon. Feb 17, 24, March 3
6:30-8:30pm

Mon. March 24, 31, April 7
6:30-8:30pm
\$18 class fee

Accounting for Small Business

As a business owner, accurate accounting procedures are most important to achieve a successful business situation. Learn the basics of accounting as it applies to small business owners and home budget balances. A survival course for success. A great introduction to the principles and basics of accounting. Set up the structure for all your business balance sheets, spread sheets, asset accounts, and statements of net worth. A great self help course for successful personal and business money managers.

Wed. Feb 5 - March 5
6-8pm
\$30 class fee

Basics of Investing

This course is designed for novice investors or those just wanting to get started. The course begins with very basic concepts such as goal setting and risk evaluation. The student is introduced to stocks, bonds, mutual funds, and options. Emphasis is placed on practical understanding of uses and risks as well as terminology and how to follow the investment in the business press.

Wed. Feb 5 - March 5
7-8:30pm
\$25 class fee

Advertise on the Internet

Learn how to create effective advertising for the promotion of your business. Learn to outline your target audience, market demand, and trends. Investigate the possibility and usefulness of the Internet as an advertising source. Know your customers and learn to reach them.

Tues. Feb 25, March 4, 18
6:30-8:30pm
\$15 class fee

Develop A Marketing Plan

Find out who is the best person to develop your marketing plan. Take a look at the contents of a successful business plan. Learn to be objective about your product and services and look critically at your goals and objectives. Learn what an analytical business plan can do to help you accomplish your goals. This class is part of the formula for success.

Tues. Feb 4, 11, 18
6:30-8:30pm
\$15 class fee

Successful Sales & Customer Service Ideas

A hands-on workshop to introduce proper sales/customer service methods. Learn to read your customer's needs and wants. Become familiar with proper product demonstration techniques. Relate to your customers in a positive manner and learn to successfully close the sale.

T/Th, Feb 18 - March 6
7-9pm
\$25 class fee

Performance Voice- Put it all Together

Discover all the aspects of putting it all together for a stage production. The talented M.A. Sterling will instruct you through each aspect of a stage production. Explore: Voice, music, choreography, acting, and production. A small group setting for those of you over the age of 18 will allow for maximum quality instruction. There will be an opportunity to perform with an established group after completion of this class. Try this class out and you could be a star.

Mon. Feb 17, 24, March 3, 17, 24, 31
7-8:30pm
\$45 class fee